

DS 1 Template

My Screenshots/Photos

- Please add 4–6 screenshots or photos of your digital life.
- You can use your phone or laptop.
- For each screenshot, write one or two sentences explaining what it shows.

Screenshot/Photo 1

[Insert Photo/Screenshot below]



I use digital skills tools to such as WhatsApp to communicate with my family and friends. I feel confident interacting with my ability to research information online and speaking with family abroad. We spoke about this in class when you get a job your manager may send you a message online. I often use these tools to speak with family abroad in Africa to keep up with everything. I sometimes feel nervous using WhatsApp because I am not sure if my phone is listening to me. I hope this module helps me understand the use of social media and how to use social media to communicate professionally. Digital tools are important to me because I use it daily and I am always looking for new ways to improve my digital skills as much as I can to gain knowledge and improve my ability to use social media.

Screenshot/Photo 2

I use digital tools such as LinkedIn to find work and communicate with professionals for certain jobs I want to get. I feel confident when I do my research about a specific work I have to do whether it is personal or professional. I often use these tools for career and jobs opportunities. I sometimes feel nervous to reach out to professionals

because I am not sure if they will respond. I hope this module helps me to come out of my shell to contact professionals and network with people in the specific career I want to join. Digital skills are important for me because in every job that you look for you will always need to know the basic level of digital skills.



Screenshot/Photo 3



I use the Calendar app when I need to remember an important event. I feel confident when I know I have checked my calendar and I remembered something I had forgotten. I want to improve my ability to use the calendar app and start using my alarm a day before an event to wake me up early enough that way I don't forget anything important. I often use the calendar app to remember somewhere I need to be but recently I have been using it for university work to remind me when I have assignments. We were taught this in class how to do this and save on calendar, and I have used this to save all my recent assignments. I sometimes feel nervous if I forget to list down important events to do on calendar. I hope this module helps me to use and understand calendar better with my work and future events. Digital skills are important because it helps you to network with different people such as branding and networking.

Screenshot/Photo 4



I use Gmail when I need to check for important emails sent to me. I feel confident using Gmail to check important. I want to be able to start writing more professionally and apply for jobs that are sent to me for my personal interest. I sometimes feel nervous about using Gmail to contact managers as I am not sure if they will respond. I hope this module helps me to use better language in sending emails and speaking professionally. Digital skills are important to me because it allows me to understand what are my strengths and weaknesses.

Screenshot/Photo 5

[Insert Photo/Screenshot below]



Moodle library helps me to research about any topic I am interested in. I feel confident using the Moodle library to search for important facts. I want to improve how I research for information. I often use in my work these tools if I really need help in my work and to make it sound more professional. I hope this module helps me to understand how to understand and use better language in my work. I sometimes feel nervous about if the information I reading is correct that is I have started to incorporate using AI to check what I am reading is accurate. Digital skills are important for me because it will give me better opportunities in the future.

Screenshot/Photo 6



I use digital tools such as pie charts to clearly understand visuals. I feel confident when I have understood what I need to do and draw a picture of it on Excell. I want to be able to accurately draw charts for future events. I often use a pie chart if I am working on a important subject. I sometimes feel nervous if I am working on a project and I do not put the right information my chart. I hope this module helps me to clearly structure my work. Digital skills are important because you can use it to manage your manage life and opportunities.

My Short Reflection

- Write 5–8 simple sentences about your digital life.
- You can use the sentence starters below if helpful.

I use digital skills to help me improve my work in a day-to-day basis. I can use digital skills such as WhatsApp, Gmail, or calendar etc. I feel very confident at sending emails though I want to work on the way I speak so that managers can understand the way I am using language. I want to improve the way I research all of my work for university so that I can understand the assignments I have in the future. I often use tools such as LinkedIn to look for work and contact professionals. This helps me to understand the kind of work I have because I am trying to get myself more out there for the kind of job I am looking for. I sometimes feel nervous if I did not research my work properly or rush my work. I hope this module gives me a clear understanding and give me a deep knowledge about using digital skills. Digital skills are important to use everyday as it helps with everyday day chores whether it is professional or nonprofessional. Digital skills are important because they allow you to expand the way you go about your everyday life as it can give you access to jobs opportunity, work faster, communicate and collaborate.

Sentence starters

- I use digital tools to ...
- I feel confident when I ...
- I want to improve ...
- I often use these tools: ...
- I sometimes feel nervous about ...

- I hope this module will help me ...
- Digital skills are important for me because ...

You can write more if you want.

Submission Checklist

Before you submit, please check:

- ☒ I added 4–6 screenshots
- ☒ I wrote short sentences for each screenshot
- ☐ I wrote my short reflection
- ☒ My work is my own
- ☒ My file opens correctly
- ☒ My file opens correctly